

SKILLS

- Creative, able to formulate and carry out an overarching vision as proven as the director of community theatre
- Highly adaptable to different situations and jobs, as shown by experience with Temp Agency
- Excellent people skills proven through volunteer experience
- Passionate about helping people, as shown through community service work
- Loves a challenge, works hard to ensure success in all endeavours, whether volunteer or paid
- Excellent public speaking skills, excels in being diplomatic and making people feel comfortable.
- Good at motivating others and team building, as proven by work at Lutherlyn Camp and Conference Center
- Proficient with Windows 7, Microsoft Office, as well as Mac OS, Adobe Creative Suite CS6, and basic HTML
- Functions well in stressful situations and has the ability to prioritize workload.

EDUCATION

Mohawk College, Hamilton ON • September 2012 – Present

- Major: Advertising & Marketing Communications Management
 - Courses include: Agency Experience, Account Management, Interactive & Social Media, Integrated Marketing Communications, Strategic Planning

McMaster University • September 2008 – May 2011

- Major: Political Science
 - Courses include: Theatre and Film, Multimedia, Communications studies, History, Political Theory

EXPERIENCE

Office Clerk (Mohawk College) • September 2012 – September 2014

- Appointment Setting
- Customer Care
- Social Media Management
- Proofreading of Marketing Materials
- Generating Leads for program development

Temporary Employee (Bagg Group) • May 2012 – May 2013

- Assembler (Grohe, Mississauga ON)
 - Attention to detail, manufacturing high end housewares
- Parking Outreach Information Representative (GO Transit)
 - Customer Care
- Server (Rogers Cup)
 - Customer Care

Admin Assistant (Galinsky Insurance & Investments) • January 2009 – September 2010

- Appointment Setting
- Ensuring accuracy of applications/forms
- Filing
- Various mailroom duties
- Updating and maintaining mailing lists

Assistant Program Coordinator (Lutherlyn Camp) • June 2008 – September 2008

- Developed Counsellor in Training Program
- Managed Counsellors in Training
- Provided input into Camp Programming
- Troubleshooting Camp issues

VOLUNTEER EXPERIENCE

- Director for *Sweeney Todd*, McMaster Musical Theatre, 2015
- Director for *Romeo & Juliet*, McMaster Thespian Company, 2015
- Volunteer for Habitat for Humanity, Hamilton Chapter, 2014
- Lighting Operator, Hamilton Theatre INC, 2014
- Director for *Into The Woods*, McMaster Musical Theatre, 2012
- Director for *The Importance of Being Earnest*, McMaster Thespian Company, 2012